

Transportation, Subsistence and Facility Rates

1. Transportation Fees:

Bus Rental (To Outside Agencies)	Regular - \$1.91 per kilometre plus \$29.87/hour for Driver Rate plus Meals and accommodation plus \$29.87/hour unit clean. Coach - \$2.01 per kilometre plus \$29.87/hour for Driver Rate plus Meals and accommodation plus \$29.87/hour unit clean.
Bus Rental (HPSD Schools)	Regular - \$1.34 per km plus \$22.49/hr for driver wages up to 10 hours and time ½ after 10 hours and \$33.74 after 10 hours plus expenses such as meals and accommodations as per divisional rates. Coach - \$1.45 per km plus \$22.49/hr for driver wages up to 10 hours and time ½ after 10 hours and \$33.74 after 10 hours plus expenses such as meals and accommodations as per divisional rates plus expenses such as meals and accommodations as per divisional rates.
Use of Divisional Vehicles – Ref. AP 475	
Facility staff using facility vehicle	\$45.00 base charge + \$0.2525/km
Casual Rider (non-funded)	\$40.00/Month
Other Staff using fleet vehicle	\$0.57/km
Staff using fleet (CRA RC18(e))	Taxable benefit (filed with Finance)

2. Travel and Subsistence Rates:

Kilometre Rate	Actual Rate – equivalent to reimbursement rate set by Provincial Government for its employees
Rates as set by the Board of Trustees	
Meal Rates	Breakfast \$13.00 Lunch \$18.00 Supper \$28.00
Accommodation Expense	When an employee is travelling on school division business and overnight accommodation away from the employee's residence is necessary, the actual cost of accommodation or an allowance of \$50.00 per night may be claimed.
Mileage disclaimer	It is the responsibility of the employee to provide accurate records from their home to event/location using applications such as Google Maps or actual odometer reading.
To qualify for Breakfast	Employee must leave their home before 7:00 a.m.
To qualify for Supper	Employee must return home after 7:00 p.m.

3. Facility Rentals: Reference AP 510

Category	Gymnasium	Classroom
I	\$84/hour - \$420/day max	\$42/hour - \$210/day max
II	\$52.50/hour - \$315/day max	\$31.50/hour - \$189/day max
III	\$25/hour - \$150/day max	\$21/hour - \$105/day max
IV	No Charge	No Charge
Damage Deposit	Private liquor functions & commercial rental	\$525
	Private functions – no liquor involved	\$105

Classification of Activities	For Use of School Facilities
I	Commercial Activities – activities to purchase, sell, barter or lease a product, goods or services with the expectation of profit. Admission may or may not be charged. Includes community activities to raise money other than for a school.
II	Social and Private, Public Meetings – functions such as banquets, birthday parties, church services, weddings, with or without bar facilities. Includes meetings or private groups (where attendance is not open to the general public) or meetings sponsored by community, service or political organizations.
III	Athletic or recreational activities for youth or adults and organizations such as Girl Guides, Scouts, etc. without the expectation of profit.
IV	School functions such as sports teams, graduation ceremonies. Also includes non-HPSD instructors providing lessons to HPSPD students during the school day.

Rental Charge Guidelines for Use of School Facilities

Rental rates for gymnasiums and classrooms for community recreation, private and commercial events shall be set annually by the Board.

- 1.1. Hourly rates for school use are to be charged for the time the gym or classroom is being decorated or prepared by the user for use, the time the room or gym is used for the activity, and the time required by the user to remove decorations or equipment after the activity.
- 1.2. A damage deposit, as determined annually by the Board, shall be required to be placed on deposit with the Division prior to approval being granted for commercial or private use where liquor will be served. The damage deposit will be refunded once the organization has paid any charges due.

Any group renting the facilities may be assessed charges for cleaning if additional cleaning is necessary. The Principal and Caretaker shall make the assessment for such charges.